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1995 STUDENT VENTURE

GUIDELINES AND APPLICATION
TO OBTAIN A LOAN OF UP TO

\$3,000

TO START UP YOUR OWN

**SUMMER
BUSINESS**

BE YOUR OWN
BOSS

**STUDENT VENTURE
LOANS ARE PROVIDED
FOR ONTARIO STUDENTS
BY THE ONTARIO
MINISTRY OF ECONOMIC
DEVELOPMENT
AND TRADE.**

Ministry of Economic Development and Trade
Small Business and Domestic Operations
900 Bay Street
Room M1-48, MacDonald Block
Toronto ON
M7A 2E1
Tel.: (416) 326-5820
Fax: (416) 326-5835



STUDENT VENTURE YOU CAN BE SUCCESSFUL TOO!

What are your chances for success?

Very Good. Here's why.

- In an average year, 85% of applicants are approved and about 700 loans are awarded.
- 60% repay their loan by September 30 and pay no interest.
- 83% repay their loan by the end of December.

Take a look at a few student venture success stories!

Trudy Chu

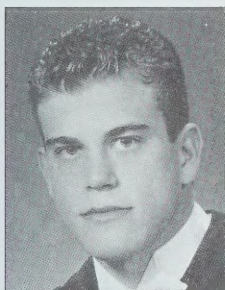
Trudy Chu gained a lot more than the \$2,000 in profits from her ladies' fashion retail store: self-confidence, pride and just plain fun.

The STUDENT VENTURE interview was helpful – "It gave me lot of ideas about how to set up a business, how to handle credit cards, things to look out for." Other store owners were supportive, too. "It's really illuminating, figuring out what to do; dealing with wholesalers. Time management is so important – I really learned how to do everything in a certain time; you can't leave it for later. And it's a lot of fun."



Darcy Oliphant

At age 22, Darcy Oliphant found himself in fourth year at the University of Windsor, studying Commerce, and in need of "money to pay for my education... Mom and Dad have enough burdens... it was time for them to save for their retirement."



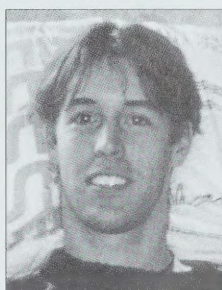
Using his STUDENT VENTURE loan, Darcy created

a crew of young people to do work for corn farmers. He used his loan to pay for a cellular phone for "the field" and to cover his first payroll – a shocking \$12,000. By the end of the summer,

Darcy found himself with a profit of more than \$11,000, which sure buys a lot of education.

Kevin Grignon

After doing some careful analysis of the marketplace, Kevin Grignon decided to enter the asphalt restoration business with his solely-owned company Tru-Seal Systems of Ottawa. But success took time and some support from STUDENT VENTURE.



According to Kevin, "I see STUDENT VENTURE as an opportunity for those who would not normally have the financing to start up a company. You get more confidence, getting this loan over a summer, and it helps to generate cash." And it did

generate cash. After starting a business during a major recession and running for four years, Tru-Seal Systems generated a net-profit of \$3,032.21 on sales of just over \$40,000.

Denise Belisle

"I was really at the limit," laughs Denise Belisle. But she quickly learned that there's no limit to what one person can do, when she (or he) has a firm goal and solid plans.



After studying mechanical engineering/drafting at Sheridan College, Denise knew that "I had to buy a computer to run my own business." She applied for a STUDENT VENTURE loan, and then bought a \$4,000 computer system. It didn't take long to land freelance jobs, doing mechanical drafting for two major firms. "And I loved it," she proclaims. "By the end of the summer, I had over \$800 left, plus I owned my own computer. It came out even better than I had hoped, and I made more money than I expected."

For other stories, call (416) 326-5820
and ask for our "Student Venture Loans
Success" publication.



jobsOntario

boulotOntario

Student Venture Loans
Success
Stories

Invest a summer
in your own business
and be your own
boss for life

STUDENT VENTURE

A Student Venture loan of up to \$3,000 is available to students who wish to own and operate their own independent summer business. The loan is interest-free from April 3rd – September 30th.

SUMMARY OF 1995 KEY DATES

- Feb. 1** Starting date for Royal Bank interviews.
 - Apr. 3** Loans available from Royal Bank – interest free until September 30.
 - Jun. 30** Deadline for submitting application to Royal Bank.
 - Sep. 30** Deadline for repayment of loan. Interest charged to student after this date.
 - Dec. 31** Final deadline for repayment of loan.
- Unpaid loans incur penalties after this date – see page 3.5 Program Requirements.**

The following are the eligibility criteria for the loan. Please read carefully. If you have any questions, or are in doubt whether you or the business you wish to start is eligible, please call **(416) 326-5820**.

ELIGIBILITY

Applicant

1. To be eligible you must be a student, 15-29 years of age, when the loan is issued and must be returning to a high school, college or university as a full-time student in the fall. Full-time is determined according to the definition of the school you are attending. The Royal Bank may require proof of registration.

Applicants under the age of 18 **must** provide a guarantor acceptable to the Royal Bank of Canada to obtain a loan. The Bank may ask the guarantor to provide a Statement of Affairs. The Royal Bank may, at its discretion, require a guarantor for applicants 18 or over. A partner in the business cannot be a guarantor.

2. All applicants must be Canadian Citizens or have Landed Immigrant status in Canada.
3. If the business is a partnership, all partners must complete a separate Personal Information sheet and all partners must meet all eligibility criteria.
4. If the business is a corporation, you must be the majority shareholder and be responsible for the day to day operations of the company.
5. You must have repaid previous Start-up Loans by the repayment deadline, and cannot be a current recipient of a Youth Ventures Loan.

Business

1. The business must fall within the generally accepted definition of an independent business. For example, product distributors, commissioned salespersons and multi-level marketing systems are not eligible for this loan. If the business is operated on the premises of another business, applicants are required to demonstrate their business independence from the other business.
2. The business must be established and operated in Ontario.
3. Most of the business activity must be carried out between April 3 and September 30, and your business plan must indicate that the bulk of your revenue will be generated during this period.
4. Only one loan per business venture is allowed.
5. Agricultural ventures are eligible for financing. However, sale of livestock and crops must be completed during the operating period and the loan repaid by the deadline date. If you intend to operate an agricultural venture, see page 5.
6. Franchises are eligible to the program. If you intend to operate a franchise, please see page 5.

HOW TO APPLY

1. Complete all parts of the application. The more information you provide, the greater the likelihood of prompt approval of your loan request.

Where applicable, include copies of all signed supporting documents such as partnership, subcontracting and franchise agreements. Incomplete applications will be delayed.

2. Keep the working copy of your application in case the original is lost, and to monitor your business activity.
3. Submit your completed application directly to the Royal Bank closest to you (see listing on page 6).
4. Arrange for an interview with the Royal Bank.
 - Take copies of your promotional materials and your products to the interview.
 - The Bank will evaluate your proposal according to the criteria on the Evaluation Form at the back of the application.
 - So that the Bank can contact you regarding the status of your application, please provide telephone numbers at which you can be reached, or where a message can be left for you, between 9:00 a.m. and 5:00 p.m.
5. Following your interview, the Royal Bank will make a final decision and advise you.
6. Please allow one to three weeks for the processing of your application from the date of your interview to the date you receive your loan.
7. Loans are made available after April 3rd. The earlier your application is approved, the earlier you will know the funds will be available to you.
8. The Royal Bank will accept applications until Friday, June 30.
9. If you have any detailed questions concerning the preparation of your application, call the Ontario Ministry of Economic Development and Trade at **(416) 326-5820**.

PROGRAM REQUIREMENTS

If your Student Venture loan application is approved, you will be required to meet the following program requirements.

It is important that you read these requirements thoroughly. Failure to follow them may result in immediate recall of the loan.

1. Sign a Loan Agreement which outlines the terms and conditions of the loan. If a guarantor is required, he or she must also accompany you to sign the Loan Agreement. An account at the Royal Bank must be opened and maintained for purposes of this loan. Read your Loan Agreement carefully.
2. You must pay a fee of \$30 to the bank to cover loan administrative costs. This fee will be deducted from your loan.
3. You must submit a final Income Statement to the Ministry at the end of October.
4. The loan is payable interest free on or before September 30. Interest is charged after September 30.
5. If you do not repay your loan by December 31, the following action will be taken:
 - Interest will continue to be charged on the outstanding loan amount;
 - You will be ineligible for loans/grants under the Ontario Student Assistance Program;
 - You will be ineligible to receive future loans;
 - Your credit rating may be affected;
 - Loan collection procedures will be initiated.

YOUR BUSINESS

A Getting the Business Idea

1. Use your experience, either at work or through a hobby, as a basis for your business. Start with something you understand, so that you can concentrate your efforts on running the business.
2. Speak to people in your community about your idea. People operating similar businesses may have useful operating tips.

B Once You Have an Idea

Properly plan your business and investigate all legal requirements before you start the business, or sign anything.

1. Research the Regulations. For example, you may need a permit to set up a booth or a license to offer a particular type of service. For information on licensing and zoning regulations, contact your Municipal departments of Health, and/or City Planning and Zoning.

A vendor's permit is available through your Retail Sales Tax Office, Ontario Ministry of Finance. Health and Safety regulations can be researched through your district office of Health and Welfare Canada. Please refer to the Blue Pages of your local telephone directory. The Royal Bank may require proof of licensing.

2. Investigate the proper insurance coverage for your business. You may have to be insured for property damage, personal injury (yours, your employees', your customers'), commercial vehicle, contents, inventory or livestock. The Royal Bank may require proof of insurance. Contact an insurance broker in your community.
3. Seek legal advice. Be wary of signing contracts with suppliers, franchisors, contractors, etc. Contracts and waivers that you plan to use should be reviewed by a lawyer.

Avoid misunderstandings with your customers.

- Prepare a written contract describing the work you will do, when, and at what price.
- State who will provide the goods or services and terms of payment.
- Date all contracts. You and your customer must sign to make it legally binding.

If you are in a partnership, you can avoid misunderstandings by having a Partnership Agreement. Such an agreement should outline each partner's duties, responsibilities and liabilities, and must be signed by all partners.

Please note that the Student Venture loan is "joint and several", which means each partner is legally responsible for the full amount of the loan, not just a portion of it. Include a copy of your Partnership Agreement with your application.

4. If needed, get an Employer's Kit. Your District Taxation Office of Revenue Canada (see Blue Pages of local telephone directory) will send you information on the Goods and Services Tax (GST) and payroll deductions and contributions that must be made at the source for Income Tax, Canada Pension Plan (CPP) and Unemployment Insurance (UI). Some businesses must also pay into the Accident Fund of the Workers' Compensation Board (WCB). Contact your nearest WCB office for information.
5. Research your market. Your proposal must answer several important questions:
 - Who are your potential customers (i.e. students, other business owners, homeowners, apartment dwellers, tourists etc.)?
 - How many of these potential customers are there in your market area?
 - Why will they purchase your product or use your service?
 - What methods of advertising will you use to reach your potential customers and why have you chosen to use those methods?

There are many sources of assistance available to help you answer these and the other necessary questions in the application before planning your business. Some of these sources are:

- Your local Chamber of Commerce/Board of Trade.
- The closest Business Self-Help office which provides a walk-in resource facility to help you plan your business. Counselling is also available, free of charge, to help you review your completed business plan. A list of these offices is on the inside back cover of this application.

C Business Support

1. Mentoring: You may be matched one-on-one with a member of your local Chamber of Commerce during the operation of your business. Chamber of Commerce members are business people who will provide advice and counselling to students.
2. Training: You may enrol in the 10-hour Small Business Training Course called Running Start for a nominal fee through your local community college.

AGRICULTURAL VENTURES

If you are planning to operate an agricultural venture, such as raising livestock or cash crops, you must demonstrate a significant measure of independence from the farm on which you are operating. To be eligible for program financing, your proposal must include the following:

- All costs associated with operating the business such as rent for barn, pasture, or equipment, feed, tagging, veterinarian bills, transportation and insurance, must be accounted for in the cash flow forecast.
- If you are performing tasks in exchange for space and/or equipment, these tasks must be over and above duties you normally undertake on the farm such as daily chores. Agreements such as these must be detailed in writing, signed by both the applicant and the farm owner and submitted with your application.
- To fulfill program eligibility criteria, your venture must demonstrate that enough revenue should be generated to repay the loan, in full, by the end of December.

FRANCHISES

A Franchise Participation

1. A Franchise is the purchase of the right to use a company's name and method of doing business.

The Franchisor is the company that grants to others (Franchisees) this right or license in which a legal agreement is signed to pay certain fees and royalties.

2. If you are a franchisee, please confirm with the Ministry of Economic Development and Trade that the franchise you intend to operate has met program participation requirements. Please feel free to call **(416) 326-5820**. It is your responsibility to determine the potential viability of the franchise through your research and discussions with your prospective franchisor prior to signing the franchise agreement. The Ministry will not be held accountable for failure of franchise operations.
3. If the participation of the franchise has not been confirmed by the Ministry, it is the responsibility of the franchisor to contact the Ministry by the end of the first complete business week in March to address their potential participation.

B Points To Consider

1. DO NOT SIGN a franchise agreement or commit to expenditures on the assumption that you will receive the loan. Franchise participation does not guarantee approval of any specific application.
2. Investigate your prospective franchisor. Consider the following: What are the total fees and royalties charged for all services? How long has the franchisor been in business? How successful has the franchise been in previous years? What is the franchisor's current financial condition? What is the reputation of the franchisor in the market area? How selective is the franchisor when choosing its franchisees? How many other franchisees are there? What makes the product or service unique? Can you provide the same product or service without entering into a franchise? How exclusive is your operating territory and how many competitors are there? Are the sales targets set by the franchisor realistic given the size of the territory and support provided by the franchisor? Why does the franchisor want a franchise in your particular territory? Speak to current and past franchisees to ascertain their experience with the franchisor.
3. Read your franchise agreement carefully and consult a lawyer before you sign it. Ensure you are fully aware of all your commitments, both financial and operational, to the franchisor.

WORKER CO-OPERATIVES

A worker co-operative is an incorporated business that is owned and democratically operated by its employees.

Under the Student Venture Program, individuals who want to start up a worker co-op may pool their loans, to a maximum of \$9,000 per worker co-op. Each individual makes a separate application for a loan and is responsible for repaying that loan.

At least three individuals are needed to incorporate a worker co-op. A worker co-op must be registered at the address below before its members may apply for Student Venture loans. For more information about worker co-ops, please call or write:

Co-operative Development Services
Ministry of Finance
250 Yonge Street, 30th Floor
Toronto ON, M5B 2N7
Tel: **(416) 326-9300**
Fax: **(416) 326-9313**

ROYAL BANK PARTICIPATING CENTRES

The following is a list of centres of the Royal Bank which will accept and review Student Venture applications. You must take your application to the Royal Bank branch nearest to the community in which you intend to operate your business. An interview will be arranged for you with a small business lender to assess your proposal. Up-to-date information may be obtained by calling **(416) 326-5820**.

| | | |
|------------------|---|--|
| BARRIE | 5 Collier Street, Barrie, ON L4M 1G4 | (705) 734-4493 |
| BELLEVILLE | 246 North Front Street, Belleville, ON K8P 3C2 | (613) 969-6142 |
| BRAMPTON | 8177 Torbram Road, Brampton, ON L6T 5C5 | (905) 458-3150 |
| BRANTFORD | 95 Lynden Road, Brantford, ON N3R 7J9 | (519) 758-2543 |
| BURLINGTON | 3405 Harvester Rd., Suite 201, Burlington, ON L7N 3N1 | (905) 333-7251 |
| CAMBRIDGE | 15 Sheldon Drive, Cambridge, ON N1R 6R8 | (519) 740-5311 |
| CHATHAM | 213 King Street West, Chatham, ON N7M 1V5 | (519) 354-6430 |
| CORNWALL | 300 Pitt Street, Cornwall, ON K6J 3P9 | (613) 930-2530 |
| ELMIRA | 6 Church Street, Elmira, ON N3B 1M3 | (519) 669-1595 |
| EMBRUN | 938 Notre Dame Street, Embrun, ON K0A 1W0 | (613) 443-1932 |
| EXETER | 226 Main Street South, Exeter, ON N0M 1S7 | (519) 235-0322 |
| GUELPH | 74 Wyndham St. North, 2nd Floor, Guelph, ON N1H 4E6 | (519) 767-4006 |
| HANOVER | 285-10th Street, Hanover, ON N4N 1P1 | (519) 364-2101 |
| HAMILTON | 1 James Street South, Suite 1500, Hamilton, ON L8P 4R5 | (905) 521-2061 |
| KINGSTON | Hwy 2 & Gardiners Road, 480 O'Connor Road, Kingston, ON K7P 1N3 | (613) 531-2030 |
| KITCHENER | 30 Duke Street West, Suite 801, Kitchener, ON N2H 3W5 | (519) 575-2205 |
| LONDON | 383 Richmond Street, Suite 700, London, ON N6A 3C4 | (519) 661-1270 |
| MISSISSAUGA | 33 City Centre Drive, Mississauga, ON L5B 2N5 | (905) 897-8100 |
| NEPEAN | 303 Moodie Drive, Nepean, ON K2H 9R4 | (613) 721-4602 |
| NEW LISKEARD | 5 Armstrong Street, New Liskeard ON P0J 1P0 | (705) 647-6894 |
| NIAGARA FALLS | 4056 Dorchester Road, Niagara Falls, ON L2E 6M9 | (905) 357-1265 |
| NORTH BAY | 925 Stockdale Road North Bay, ON P1B 9N5 | (705) 494-7123 (705) 494-7156 |
| OAKVILLE | Unit 29, 1027 Speers Road, Oakville, ON L6L 5B5 | (905) 849-4100 |
| ORILLIA | 74 Mississauga Street East, Orillia, ON L3V 6K2 | (705) 326-6414 |
| OTTAWA | 90 Sparks Street, 2nd Floor, Ottawa, ON K1P 5T6 | (613) 564-3111 |
| OSHAWA | 40 King Street West, 8th Floor, Oshawa, ON L1H 1A4 | (905) 436-6883 |
| OWEN SOUND | 908 2nd Avenue East Owen Sound ON N4K 2H6 | (519) 376-2816 1-800-265-3793 |
| PETERBOROUGH | 401 George Street North, 2nd Floor, Peterborough, ON K9J 6Y8 | (705) 876-3534 |
| RICHMOND HILL | 260 East Beaver Creek Road, Richmond Hill, ON L4B 3M3 7481 Woodbine Avenue, Markham ON L3R 2W1 | (905) 764-4430 (905) 474-4016 |
| SAULT STE. MARIE | 602 Queen Street East, 2nd Floor, Sault Ste. Marie, ON P6A 2A4 | (705) 759-7022 |
| ST. CATHARINES | 89-91 St. Paul Street, 3rd Floor, St. Catharines, ON L2R 6X2 211 Martindale Road, St. Catharines, ON L2R 6P9 | (905) 688-2855 (905) 641-0141 |
| STRATFORD | 33 Downie Street, Stratford, ON N5A 1W6 | (519) 271-6880 |
| SUDBURY | 72 Durham Street, Sudbury, ON P3E 4S9 | (705) 688-4710 |
| THUNDER BAY | 1127 Barton Street, Thunder Bay, ON P7B 5N3 | (807) 623-1891 |
| TILLSONBURG | 121 Broadway Street, Tillsonburg, ON N4G 1V5 | (519) 842-7321 |
| TIMMINS | 38 Pine Street North, Timmins, ON P4N 6K6 | (705) 267-7171 |
| TORONTO | 20 King Street West, Toronto, ON M5H 1C4 2 Bloor Street East, 3rd Floor Toronto, ON M4W 1A8 111 Grangeway Avenue, 2nd Floor, Scarborough, ON M1H 3E9 5001 Yonge Street, 2nd Floor, North York ON M2N 6P6 | (416) 974-4971 (416) 974-7947 (416) 289-5650 (416) 512-4566 |
| WINDSOR | 3155 Howard Avenue, Windsor, ON N8W 3Y9 | (519) 972-7400 |



Please read the guidelines and instructions **before** completing the application. Subject to the availability of program funds, applications will be accepted at designated Royal Bank centres until Friday, June 30.

STUDENT VENTURE APPLICATION (WORKING COPY)

SUBMIT YOUR APPLICATION DIRECTLY
TO A DESIGNATED CENTRE OF THE
ROYAL BANK LISTED ON PAGE 6.

Applications sent directly to the Ontario Ministry of Economic
Development and Trade will be returned to you for submission
through the Royal Bank.

1995

PERSONAL INFORMATION SHEET

A separate personal information sheet must be completed for each partner. Print clearly.

The Bank may need to contact you to inform you of the status of your application or to obtain further information. Please insure that the information is accurate. Remember to sign your application. Guarantors must also sign the application.

1. PERSONAL INFORMATION

| | | | | | |
|---|---|---|--|--------------------------------|--|
| SURNAME | GIVEN NAMES | AGE | DATE OF BIRTH YEAR MONTH DAY | SEX M/F | SOCIAL INSURANCE NUMBER |
| PERMANENT MAILING ADDRESS | NO. & STREET | APT. # | CITY/TOWN | PROVINCE | POSTAL CODE |
| SUMMER MAILING ADDRESS | NO. & STREET | APT. # | CITY/TOWN | PROVINCE | POSTAL CODE |
| PERMANENT TELEPHONE NO. () | CURRENT TELEPHONE NO. () | HAVE YOU PREVIOUSLY APPLIED FOR, OR OPERATED, A STUDENT VENTURE BUSINESS? <input type="checkbox"/> YES, IF SO GIVE DATE(S) <input type="checkbox"/> NO | | | |
| IF YOU ARE NOT AVAILABLE BETWEEN 9:00 A.M. - 5:00 P.M., WITH WHOM MAY WE LEAVE A MESSAGE? | | | | | |
| NAME: | | | TELEPHONE NO. () | | |
| GIVE THE NAME AND TELEPHONE NO. OF THE NEAREST RELATIVE (OR CLOSEST FRIEND) WHO IS NOT LIVING WITH YOU. | | | | | |
| NAME | | | TELEPHONE NO. () | | |
| WHERE DID YOU FIRST HEAR ABOUT STUDENT VENTURE? | | | | | |
| <input type="checkbox"/> FORMER PARTICIPANTS | <input type="checkbox"/> CAMPUS NEWSPAPER | <input type="checkbox"/> PLACEMENT/GUIDANCE OFFICE | <input type="checkbox"/> ROYAL BANK OR CHAMBER/BOARD | <input type="checkbox"/> RADIO | <input type="checkbox"/> JOB FAIR <input type="checkbox"/> OTHER (SPECIFY) |

2. BUSINESS INFORMATION

A) BUSINESS: STATE THE FULL NAME AND ADDRESS OF YOUR PROPOSED BUSINESS

BUSINESS NAME:

BUSINESS/SUMMER TELEPHONE

()

B) BUSINESS TYPE (CHECK ONE ONLY)

☐ AGRICULTURE

☐ RETAIL

BUSINESS ADDRESS:

POSTAL CODE:

☐ SERVICE

☐ MANUFACTURING

IS YOUR BUSINESS (CHECK ONE)

☐ A SOLE PROPRIETORSHIP?

☐ A PARTNERSHIP?

☐ A CORPORATION?

IS YOUR BUSINESS

☐ A FRANCHISE?

ENCLOSE A COPY OF THE PARTNERSHIP AGREEMENT. ALL PARTNERS MUST COMPLETE A PERSONAL INFORMATION SHEET.

3. EDUCATION

| TYPE OF SCHOOL | SCHOOL NAME AND LOCATION | YEAR ATTENDED FROM MONTH TO YEAR MONTH | CIRCLE LAST GRADE COMPLETED | FIELD OF STUDY OR AREA OF SPECIALIZATION | TYPE OF DIPLOMA CERTIFICATE OR DEGREE OBTAINED |
|---|--------------------------|--|-----------------------------------|---|--|
| SECONDARY | | | 9 10 11 12 OAC | | |
| COMMUNITY COLLEGE/ UNIVERSITY | | | 1 2 3 4 5 | | |
| OTHER, (SPECIFY) | | | 1 2 3 4 5 | | |
| ARE YOU RETURNING TO SCHOOL FULL-TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO | | IF SO, WHERE? | | SO THAT WE MAY RESPOND TO MEDIA REQUESTS, PLEASE INDICATE WHICH LANGUAGE(S) YOU SPEAK. | |
| ARE YOU A CANADIAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO | | ARE YOU A LANDED IMMIGRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH OTHER: _____ | |

4. I certify that the information given by me in this application is true and complete. In connection with my application for a Student Venture loan, I consent to the Ontario Ministry of Economic Development and Trade and/or the Royal Bank of Canada conducting a written or verbal credit review. The undersigned understands that any false information given in connection with this application may result in non-approval of this application and/or immediate demand of payment of the loan in full in addition to any unpaid interest thereon.

X
APPLICANT'S SIGNATURE _____ DATE _____

5. GUARANTOR - IF YOU ARE UNDER 18 YEARS OF AGE, YOU MUST IDENTIFY A GUARANTOR WHO WILL CO-SIGN YOUR LOAN AGREEMENT.

| | | |
|------------------|------------------|---------------------------------------|
| GUARANTOR'S NAME | SOCIAL INSURANCE | GUARANTOR'S RELATIONSHIP TO APPLICANT |
| ADDRESS | | |

I CERTIFY THAT I WILL CO-SIGN THE STUDENT VENTURE LOAN AGREEMENT FOR THE ABOVE-NAMED APPLICANT. IN CONNECTION WITH THIS, I CONSENT TO THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE AND/OR THE ROYAL BANK OF CANADA CONDUCTING A WRITTEN OR VERBAL CREDIT REVIEW.

X
GUARANTOR'S SIGNATURE _____ DATE _____

THIS INFORMATION IS COLLECTED UNDER THE AUTHORITY OF ORDERS-IN-COUNCIL 701/85 AND 916/85. FOR FURTHER INFORMATION CONTACT THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE, 900 BAY STREET, ROOM M1-48 MACDONALD BLOCK, TORONTO ON M7A 2E1, (416) 326-5820.

PROJECT DESCRIPTION

We have included "Your Business" on page 4 that will help you complete this application. **Please read it carefully.** Research the following areas and provide the interviewer with a comprehensive picture of your business. **If you need more space, use Note Pages.**

YOUR APPLICATION WILL BE DELAYED IF THE APPLICATION IS NOT FULLY COMPLETED.

- 1 a)** Describe the product or service you are offering, and your place of business. Service businesses should outline their service area. Vending businesses should identify flea markets, fairs and street locations. Retail outlets should state store location and outline lease arrangements. Agricultural ventures should describe arrangements with the existing farm. (See page 5, Agricultural Ventures.) **Franchises must include a copy of their signed franchise agreement.** (See page 5, Franchises.) **Subcontractors must include a copy of their subcontracting agreement.**

b) Regulations and Insurance

- i)** Have you registered the name of your business? ☐ YES ☐ NO ☐ N/A
If yes, please include copy of registration. If no, are you planning to? ☐ YES ☐ NO

Sole proprietors, partnerships, and corporations must register if their business name is anything other than their personal name or name set out in their articles of incorporation. For example, the business name Jeff Bell Painting must be registered. Contact the Ontario Ministry of Consumer and Commercial Relations, 393 University Avenue, 2nd floor, Toronto, Ontario, or your local Land Registry office for information on registration under the Business Names Act, 1990, or phone (416) 314-8880 or 1-800-361-3223.

- ii)** Have you obtained, or are you planning to obtain, a vendor's permit? ☐ YES ☐ NO ☐ N/A
Contact your nearest Retail Sales Tax District Office, Ontario Ministry of Finance. (See blue pages in your phone book.)

- iii)** Are any other permits or licenses necessary for your business (e.g. renovator's permit, health permit, cartage license)?
☐ YES ☐ NO Specify _____
Have you obtained it? ☐ YES ☐ NO
Contact your Municipal Licensing Commission.

- iv)** Will you be obtaining insurance for your business? ☐ YES ☐ NO If no, explain why:

Please indicate what insurance you intend to purchase and the cost e.g. third party business liability (property damage and/or personal injury), contents, commercial vehicle, livestock, crop, etc.

| TYPE OF INSURANCE | COST |
|-------------------|------|
| | |
| | |
| | |
| | |

The Bank may require proof of insurance.

- v) Are you planning to hire employees? ☐ YES ☐ NO How many? _____
 Have you applied for an employer's number? ☐ YES ☐ NO Are you planning to? ☐ YES ☐ NO
 Are you aware of the deductions you must make? ☐ YES ☐ NO
 Contact your nearest Revenue Canada District Taxation Office (blue pages of your telephone book).
 Have you applied for Workers' Compensation? ☐ YES ☐ NO ☐ N/A
 Contact your local Workers' Compensation Board Office (blue pages of your telephone book).

c) Management

- i) Employment History (complete for all partners). Use note pages if necessary, or attach a resumé.

| EMPLOYER | TITLE & DUTIES | FROM (YEAR/MONTH) | TO (YEAR/MONTH) |
|----------|----------------|-------------------|-----------------|
| | | | |
| | | | |
| | | | |

2 MARKETING PLAN

a) Customers

- i) What are the characteristics of your potential customers (i.e. location, income levels, homeowners vs. renters, age, etc.)?

- ii) Estimate the number of these customers in your target area _____

- iii) Agricultural ventures should indicate where they intend to sell livestock/produce, and explain how they will transport it to the market, and at what cost. Please include all relevant expenses in the cashflow forecast.

b) Costs and Prices

- i) Who are your suppliers, and what do they charge? What, if any, credit terms do you have with them?

- ii) What are you charging for your product or service? Explain how you have calculated the price. Take into consideration your overhead, labour, rent and other expenses.

c) Sales Estimates

- i) How have you calculated your monthly sales on the cashflow forecast? Take into consideration market research, units sold per month, jobs completed, etc.

d) Competition

- i) Who are your major competitors and what do they charge for products/services similar to yours?

| COMPETITOR | CHARGE |
|------------|--------|
| | |
| | |
| | |
| | |

- ii) What advantage does your product/service have over theirs? (i.e. Why will customers choose your product/service?)

| |
|--|
| |
| |
| |

e) Advertising and Promotion

- i) How will you inform potential customers about your product or service, and at what cost?

| METHOD OF ADVERTISING | COST | METHOD OF ADVERTISING | COST |
|-----------------------|------|-----------------------|------|
| | | | |
| | | | |

- ii) When are you planning to advertise?

3 FINANCING

- i) Outline in detail how you intend to spend your Student Venture loan. The loan must be used to cover **essential start up costs** of your business and must be fully itemized in your cashflow forecast on page 15.

| AMOUNT | ITEM |
|------------|------------------------------|
| e.g. \$500 | Business liability insurance |
| \$200 | Used lawnmower |
| | |
| | |
| | |
| | |

Total Student Venture loan requested.

\$

- ii) Will you be obtaining cash or equipment from any other source? ☐ YES ☐ NO

If yes, what is the value, and where will you get it?

| |
|--|
| |
| |
| |

SAMPLE CASHFLOW FORECAST

NOTE: Each business is unique. The following example, however, will show you the steps involved in projecting your cashflow needs.

SMITTY'S PAINTING

Sonia Smith has decided to operate a house painting business for the summer.

Page 13 includes a sample cashflow forecast for that business.

Below is an explanation of how Sonia calculated the amounts for her business.

CASH RECEIPTS

(Money you get from all sources)

| | |
|-----------------------|--|
| Estimated Sales: | – Charging customers \$17/hour. |
| Student Venture Loan: | – Amount requested. |
| Other: | – She is investing \$100 from her savings. |

CASH DISBURSEMENTS

(Money you pay out)

| | | |
|-----------------------------|---|-----------------|
| Purchase of Equipment: | Used Pick-Up Truck | \$ 2,000 |
| | Ladders | \$ 350 |
| | Miscellaneous (brushes, scrapers, drop sheet, etc.) | \$ 200 |
| | TOTAL | <u>\$ 2,550</u> |
| Rental of Equipment: | – Sprayer, extension ladder. | |
| Labour Expenses: | – Allowance of \$9/hour. | |
| | – Hiring 1 employee from May to mid-August (\$9/hour for wages plus employer's contribution for Canada Pension Plan and Unemployment Insurance Commissions benefits). | |
| Personal Drawings: | – Money for Sonia's personal expenses. She lives at home during the summer and is not drawing a wage. | |
| Materials: | – Used in providing services - paint, turpentine, primer, etc. | |
| Business Licenses and Fees: | – Registering the company name. | |
| Advertising: | – Community newspaper advertisement, computer generated flyers, lawn signs. | |
| Insurance: | – For the truck and third party business liability (for 6 months only). | |
| Office Expenses: | – Business phone and answering machine. | |
| Other: | – Allowance for gas and truck repairs. | |
| Loan Repayment: | – Repayment of Student Venture loan. | |

SAMPLE CASHFLOW FORECAST

Please refer to the explanation of terms on page 14.

Amount Requested: \$ 3,000 Name of Business: SMITTY'S PAINTING

Date Loan Required: APRIL 3 Applicant(s): _____

Date Business Operation Begins: APRIL 10

CASH RECEIPTS (Money You Get)

| | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | TOTAL |
|---|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Estimated Sales (LIVESTOCK, CROPS, GOODS OR SERVICES) | 1500 | 3,740 | 5,440 | 5,440 | 3,400 | 1500 | 21,020 |
| Student Venture Loan | 3000 | | | | | | 3,000 |
| Other (SPECIFY) | 100 | | | | | | 100 |
| | | | | | | | |
| Total Cash Receipts | 4,600 | 3,740 | 5,440 | 5,440 | 3,400 | 1,500 | 24,120 |

CASH DISBURSEMENTS (Money You Pay Out)

| | | | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Purchase of Equipment, Livestock, Seed | 2550 | | | | | | 2550 |
| Rental Expenses (EQUIPMENT, PREMISES, BARNS, PASTURE) | | 150 | 200 | 200 | 100 | | 650 |
| Labour Expenses (INCLUDING EMPLOYER'S CONTRIBUTIONS TO UI, CPP AND WCB) | | 1100 | 1600 | 1600 | 500 | | 4800 |
| Personal Drawings (FOR PERSONAL LIVING EXPENSES) | 150 | 400 | 400 | 400 | 400 | 200 | 1950 |
| Materials (SUCH AS PAINT, FERTILIZER, FEED, INVENTORY) | 300 | 750 | 1100 | 1100 | 600 | 225 | 4075 |
| Business Licenses and Fees (INCLUDING FRANCHISE ROYALTIES) | 50 | | | | | | 50 |
| Advertising | 150 | 100 | 200 | 200 | | | 650 |
| Insurance (SUCH AS LIABILITY, VEHICLE, CROP, LIVESTOCK) | 725 | | | | | | 725 |
| Office Expenses (SUCH AS STATIONERY, BUSINESS PHONE, UTILITIES) | 200 | 75 | 75 | 75 | 50 | 25 | 500 |
| Other (SPECIFY — SUCH AS GAS, TILLAGE COSTS, TRANSPORTATION, LEGAL FEES, VETERINARY FEES, ACCOUNTING, BOOKKEEPING COSTS) | 125 | 200 | 250 | 250 | 160 | 100 | 1085 |
| Loan Repayment (DEPOSITED IN SEPARATE ACCOUNT TO REPAY LOAN AT END OF SEPTEMBER) | | | | 1000 | 1000 | 1000 | 3000 |
| Total Cash Disbursements | 4,250 | 2,775 | 3,825 | 4,825 | 2,810 | 1,550 | 20,035 |

NET CASH: (Total Cash Receipts minus Total Cash Disbursements)

| | | | | | | | |
|-----------------------------|------------|-------------|--------------|--------------|--------------|--------------|--------------|
| Monthly Surplus | 350 | 965 | 1615 | 615 | 590 | | |
| Monthly Deficit | | | | | | (50) | |
| Cumulative (to date) | 350 | 1315 | 2,930 | 3,545 | 4,135 | 4,085 | 4,085 |

CASHFLOW FORECAST

The form on page 15 is a planning tool which enables you to have enough cash on hand to operate your business. Timing your expenditures helps you avoid cash shortages. It helps you to decide when to rent or buy necessary items and when you can make early loan payments to reduce your loan amount payable by the end of September. Study the samples **BEFORE** completing your cash flow.

CASH RECEIPTS

(Money you get)

- | | |
|-------------------------------------|---|
| Estimated Sales: (Gross Revenue) | – Estimate the total amount of money you expect to receive when you sell your goods, services, crops or livestock. |
| Student Venture Loan: | – Enter the amount of money you need to borrow from the Student Venture program (not to exceed \$3,000) in the month you expect to receive it. |
| Other (specify): | – Money invested in your project from sources other than the government loan or money received from your business each month. Included here will be money invested in your project from personal sources (such as a savings account, gift). |

CASH DISBURSEMENTS

(Money you pay out)

- | | |
|--|---|
| Purchase of Equipment: (Fixed Assets) | – Money you spend (monthly) to buy equipment, livestock or seed. |
| Rental Expenses: | – Estimate of money spent each month on renting equipment, premises, barns, pasture. |
| Labour Expenses: | – Estimate of wages paid to employees, plus your employment expenses such as employer's share of unemployment insurance and Canada Pension Plan deductions and Workers' Compensation premiums. |
| Personal Drawings: | – Money you need to cover personal expenses. You should keep this amount as small as possible. |
| Materials: | – Items you need to buy which are consumed in performing the service or manufacturing the product (i.e. paint, fertilizer, feed). These are directly related to production or service delivery. |
| Business Licenses and Fees: | – Money you spend for business registration, special permits, franchise royalties, etc. |
| Advertising: | – Advertising and promotion costs. |
| Insurance: | – Premiums you expect to pay on insurance for liability, vehicle, crop and livestock. |
| Office Expenses: | – Money spent on office and administrative expenses such as stationery supplies, business telephone, answering machine, utilities. |
| Other (specify): | – Any money you will spend for items not listed above. This may include gas and other transportation costs, veterinary fees, tillage costs. These are often referred to as indirect expenses. |
| Loan Repayment: | – Loan repayment installments to be completed by the end of September. |

NET CASH

Calculate your **NET CASH** position for each month by subtracting total disbursements (money you pay out) from total receipts (money you get).

- If receipts are greater than disbursements, the difference is a monthly surplus.
- If disbursements are greater than receipts, the difference is a monthly deficit.
- To calculate cumulative net cash, add the monthly surplus to (or subtract the monthly deficit from) the cumulative net cash of the month before. For example, if you have a net cash surplus of \$500 in April, and then have a \$200 net cash deficit in May, your cumulative net cash at the end of May is \$300.

SAMPLE CASHFLOW FORECAST

Please refer to the explanation of terms on page 14. Study sample on page 13.

Amount Requested: \$ _____ Name of Business: _____

Date Loan Required: _____ Applicant(s): _____

Date Business Operation Begins: _____

CASH RECEIPTS

(Money You Get)

| | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | TOTAL |
|---|-------|-----|------|------|--------|-------|-------|
| Estimated Sales (LIVESTOCK, CROPS, GOODS OR SERVICES) | | | | | | | |
| Student Venture Loan | | | | | | | |
| Other (SPECIFY) | | | | | | | |
| | | | | | | | |
| Total Cash Receipts | | | | | | | |

CASH DISBURSEMENTS

(Money You Pay Out)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Purchase of Equipment, Livestock, Seed | | | | | | | |
| Rental Expenses (EQUIPMENT, PREMISES, BARNS, PASTURE) | | | | | | | |
| Labour Expenses (INCLUDING EMPLOYER'S CONTRIBUTIONS TO UI, CPP AND WCB) | | | | | | | |
| Personal Drawings (FOR PERSONAL LIVING EXPENSES) | | | | | | | |
| Materials (SUCH AS PAINT, FERTILIZER, FEED, INVENTORY) | | | | | | | |
| Business Licenses and Fees (INCLUDING FRANCHISE ROYALTIES) | | | | | | | |
| Advertising | | | | | | | |
| Insurance (SUCH AS LIABILITY, VEHICLE, CROP, LIVESTOCK) | | | | | | | |
| Office Expenses (SUCH AS STATIONERY, BUSINESS PHONE, UTILITIES) | | | | | | | |
| Other (SPECIFY — SUCH AS GAS, TILLAGE COSTS, TRANSPORTATION, LEGAL FEES, VETERINARY FEES, ACCOUNTING, BOOKKEEPING COSTS) | | | | | | | |
| Loan Repayment (DEPOSITED IN SEPARATE ACCOUNT TO REPAY LOAN AT END OF SEPTEMBER) | | | | | | | |
| Total Cash Disbursements | | | | | | | |

NET CASH: (Total Cash Receipts minus Total Cash Disbursements)

| | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|
| Monthly Surplus | | | | | | | |
| Monthly Deficit | | | | | | | |
| Cumulative (to date) | | | | | | | |

NOTES



Please read the guidelines and instructions **before** completing the application. Subject to the availability of program funds, applications will be accepted at designated Royal Bank centres until Friday, June 30.

STUDENT VENTURE APPLICATION

SUBMIT YOUR APPLICATION DIRECTLY
TO A DESIGNATED CENTRE OF THE
ROYAL BANK LISTED ON PAGE 6

Applications sent directly to the Ontario Ministry of Economic
Development and Trade will be returned to you for submission
through the Royal Bank.

1995

PERSONAL INFORMATION SHEET

A separate personal information sheet must be completed for each partner. Print clearly.

The Bank may need to contact you to inform you of the status of your application or to obtain further information. Please insure that the information is accurate. Remember to sign your application. Guarantors must also sign the application.

1. PERSONAL INFORMATION

| | | | | | |
|---|--|---|--|--------------------------------|--|
| SURNAME | GIVEN NAMES | AGE | DATE OF BIRTH YEAR MONTH DAY | SEX M/F | SOCIAL INSURANCE NUMBER |
| PERMANENT MAILING ADDRESS | NO. & STREET | APT. # | CITY/TOWN | PROVINCE | POSTAL CODE |
| SUMMER MAILING ADDRESS | NO. & STREET | APT. # | CITY/TOWN | PROVINCE | POSTAL CODE |
| PERMANENT TELEPHONE NO. () () () () () () | CURRENT TELEPHONE NO. () () () () () () | HAVE YOU PREVIOUSLY APPLIED FOR, OR OPERATED, A STUDENT VENTURE BUSINESS? <input type="checkbox"/> YES, IF SO GIVE DATE(S) <input type="checkbox"/> NO | | | |
| IF YOU ARE NOT AVAILABLE BETWEEN 9:00 A.M. - 5:00 P.M., WITH WHOM MAY WE LEAVE A MESSAGE? | | | | | |
| NAME: | | | TELEPHONE NO. () () () () () () | | |
| GIVE THE NAME AND TELEPHONE NO. OF THE NEAREST RELATIVE (OR CLOSEST FRIEND) WHO IS NOT LIVING WITH YOU. | | | | | |
| NAME | | | TELEPHONE NO. () () () () () () | | |
| WHERE DID YOU FIRST HEAR ABOUT STUDENT VENTURE? | | | | | |
| <input type="checkbox"/> FORMER PARTICIPANTS | <input type="checkbox"/> CAMPUS NEWSPAPER | <input type="checkbox"/> PLACEMENT/GUIDANCE OFFICE | <input type="checkbox"/> ROYAL BANK OR CHAMBER/BOARD | <input type="checkbox"/> RADIO | <input type="checkbox"/> JOB FAIR <input type="checkbox"/> OTHER (SPECIFY) |

2. BUSINESS INFORMATION

A) BUSINESS: STATE THE FULL NAME AND ADDRESS OF YOUR PROPOSED BUSINESS

| | | |
|--|--|---|
| BUSINESS NAME: | BUSINESS/SUMMER TELEPHONE () () () () () () | B) BUSINESS TYPE (CHECK ONE ONLY) |
| BUSINESS ADDRESS: | POSTAL CODE: () () () () () () | <input type="checkbox"/> AGRICULTURE <input type="checkbox"/> RETAIL |
| | | <input type="checkbox"/> SERVICE <input type="checkbox"/> MANUFACTURING |
| IS YOUR BUSINESS (CHECK ONE) <input type="checkbox"/> A SOLE PROPRIETORSHIP? <input type="checkbox"/> A PARTNERSHIP? <input type="checkbox"/> A CORPORATION? | | |
| IS YOUR BUSINESS <input type="checkbox"/> A FRANCHISE? ENCLOSE A COPY OF THE PARTNERSHIP AGREEMENT. ALL PARTNERS MUST COMPLETE A PERSONAL INFORMATION SHEET | | |

3. EDUCATION

| TYPE OF SCHOOL | SCHOOL NAME AND LOCATION | YEAR ATTENDED FROM TO YEAR MONTH YEAR MONTH | CIRCLE LAST GRADE COMPLETED | FIELD OF STUDY OR AREA OF SPECIALIZATION | TYPE OF DIPLOMA CERTIFICATE OR DEGREE OBTAINED |
|---|--------------------------|--|-----------------------------------|---|--|
| SECONDARY | | | 9 10 11 12 OAC | | |
| COMMUNITY COLLEGE UNIVERSITY | | | 1 2 3 4 5 | | |
| OTHER, (SPECIFY) | | | 1 2 3 4 5 | | |
| ARE YOU RETURNING TO SCHOOL FULL-TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO | | IF SO, WHERE? | | SO THAT WE MAY RESPOND TO MEDIA REQUESTS, PLEASE INDICATE WHICH LANGUAGE(S) YOU SPEAK. | |
| ARE YOU A CANADIAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO | | ARE YOU A LANDED IMMIGRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH OTHER: | |

4. I certify that the information given by me in this application is true and complete. In connection with my application for a Student Venture loan, I consent to the Ontario Ministry of Economic Development and Trade and/or the Royal Bank of Canada conducting a written or verbal credit review. The undersigned understands that any false information given in connection with this application may result in non-approval of this application and/or immediate demand of payment of the loan in full in addition to any unpaid interest thereon.

X
APPLICANT'S SIGNATURE _____ DATE _____

5. GUARANTOR - IF YOU ARE UNDER 18 YEARS OF AGE, YOU MUST IDENTIFY A GUARANTOR WHO WILL CO-SIGN YOUR LOAN AGREEMENT.

| | | |
|------------------|------------------|---------------------------------------|
| GUARANTOR'S NAME | SOCIAL INSURANCE | GUARANTOR'S RELATIONSHIP TO APPLICANT |
| ADDRESS | | |

I CERTIFY THAT I WILL CO-SIGN THE STUDENT VENTURE LOAN AGREEMENT FOR THE ABOVE-NAMED APPLICANT. IN CONNECTION WITH THIS, I CONSENT TO THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE AND/OR THE ROYAL BANK OF CANADA CONDUCTING A WRITTEN OR VERBAL CREDIT REVIEW.

X
GUARANTOR'S SIGNATURE _____ DATE _____

THIS INFORMATION IS COLLECTED UNDER THE AUTHORITY OF ORDERS-IN-COUNCIL 701/85 AND 916/85. FOR FURTHER INFORMATION CONTACT THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE, 900 BAY STREET, ROOM M1-48 MACDONALD BLOCK, TORONTO ON M7A 2E1, (416) 326-5820.

PROJECT DESCRIPTION

We have included "Your Business" on page 4 that will help you complete this application. **Please read it carefully.** Research the following areas and provide the interviewer with a comprehensive picture of your business. **If you need more space, use Note Pages.**

YOUR APPLICATION WILL BE DELAYED IF THE APPLICATION IS NOT FULLY COMPLETED.

- 1 a)** Describe the product or service you are offering, and your place of business. Service businesses should outline their service area. Vending businesses should identify flea markets, fairs and street locations. Retail outlets should state store location and outline lease arrangements. Agricultural ventures should describe arrangements with the existing farm. (See page 5, Agricultural Ventures.) **Franchises must include a copy of their signed franchise agreement.** (See page 5, Franchises.) **Subcontractors must include a copy of their subcontracting agreement.**

b) Regulations and Insurance

- i)** Have you registered the name of your business? ☐ YES ☐ NO ☐ N/A
If yes, please include copy of registration. If no, are you planning to? ☐ YES ☐ NO

Sole proprietors, partnerships, and corporations must register if their business name is anything other than their personal name or name set out in their articles of incorporation. For example, the business name Jeff Bell Painting must be registered. Contact the Ontario Ministry of Consumer and Commercial Relations, 393 University Avenue, 2nd floor, Toronto, Ontario, or your local Land Registry office for information on registration under the Business Names Act, 1990, or phone (416) 314-8880 or 1-800-361-3223.

- ii)** Have you obtained, or are you planning to obtain, a vendor's permit? ☐ YES ☐ NO ☐ N/A
Contact your nearest Retail Sales Tax District Office, Ontario Ministry of Finance. (See blue pages in your phone book.)

- iii)** Are any other permits or licenses necessary for your business (e.g. renovator's permit, health permit, cartage license)?
☐ YES ☐ NO Specify
Have you obtained it? ☐ YES ☐ NO
Contact your Municipal Licensing Commission.

- iv)** Will you be obtaining insurance for your business? ☐ YES ☐ NO If no, explain why:

Please indicate what insurance you intend to purchase and the cost e.g. third party business liability (property damage and/or personal injury), contents, commercial vehicle, livestock, crop, etc.

| TYPE OF INSURANCE | COST |
|-------------------|------|
| | |
| | |
| | |
| | |

The Bank may require proof of insurance.

- v) Are you planning to hire employees? ☐ YES ☐ NO How many? _____
 Have you applied for an employer's number? ☐ YES ☐ NO Are you planning to? ☐ YES ☐ NO
 Are you aware of the deductions you must make? ☐ YES ☐ NO
 Contact your nearest Revenue Canada District Taxation Office (blue pages of your telephone book).
 Have you applied for Workers' Compensation? ☐ YES ☐ NO ☐ N/A
 Contact your local Workers' Compensation Board Office (blue pages of your telephone book).

c) Management

- i) Employment History (complete for all partners). Use note pages if necessary, or attach a resumé.

| EMPLOYER | TITLE & DUTIES | FROM (YEAR/MONTH) | TO (YEAR/MONTH) |
|----------|----------------|-------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

2 MARKETING PLAN

a) Customers

- i) What are the characteristics of your potential customers (i.e. location, income levels, homeowners vs. renters, age, etc.)?

- ii) Estimate the number of these customers in your target area _____

- iii) Agricultural ventures should indicate where they intend to sell livestock/produce, and explain how they will transport it to the market, and at what cost. Please include all relevant expenses in the cashflow forecast.

b) Costs and Prices

- i) Who are your suppliers, and what do they charge? What, if any, credit terms do you have with them?

- ii) What are you charging for your product or service? Explain how you have calculated the price. Take into consideration your overhead, labour, rent and other expenses.

c) Sales Estimates

- i) How have you calculated your monthly sales on the cashflow forecast? Take into consideration market research, units sold per month, jobs completed, etc.

d) Competition

- i) Who are your major competitors and what do they charge for products/services similar to yours?

| COMPETITOR | CHARGE |
|------------|--------|
| | |
| | |
| | |
| | |

- ii) What advantage does your product/service have over theirs? (i.e. Why will customers choose your product/service?)

| |
|--|
| |
| |
| |

e) Advertising and Promotion

- i) How will you inform potential customers about your product or service, and at what cost?

| METHOD OF ADVERTISING | COST | METHOD OF ADVERTISING | COST |
|-----------------------|------|-----------------------|------|
| | | | |
| | | | |

- ii) When are you planning to advertise? _____

3 FINANCING

- i) Outline in detail how you intend to spend your Student Venture loan. The loan must be used to cover **essential start up costs** of your business and must be fully itemized in your cashflow forecast on page 15.

| AMOUNT | ITEM |
|------------|------------------------------|
| e.g. \$500 | Business liability insurance |
| \$200 | Used lawnmower |
| | |
| | |
| | |

Total Student Venture loan requested.

\$ _____

- ii) Will you be obtaining cash or equipment from any other source? ☐ YES ☐ NO

If yes, what is the value, and where will you get it?

| |
|--|
| |
| |
| |

SAMPLE CASHFLOW FORECAST

Please refer to the explanation of terms on page 14. Study sample on page 13.

Amount Requested: \$ _____ Name of Business: _____

Date Loan Required: _____ Applicant(s): _____

Date Business Operation Begins: _____

CASH RECEIPTS

(Money You Get)

| | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | TOTAL |
|---|-------|-----|------|------|--------|-------|-------|
| Estimated Sales (LIVESTOCK, CROPS, GOODS OR SERVICES) | | | | | | | |
| Student Venture Loan | | | | | | | |
| Other (SPECIFY) | | | | | | | |
| | | | | | | | |
| Total Cash Receipts | | | | | | | |

CASH DISBURSEMENTS

(Money You Pay Out)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Purchase of Equipment, Livestock, Seed | | | | | | | |
| Rental Expenses (EQUIPMENT, PREMISES, BARNS, PASTURE) | | | | | | | |
| Labour Expenses (INCLUDING EMPLOYER'S CONTRIBUTIONS TO UI, CPP AND WCB) | | | | | | | |
| Personal Drawings (FOR PERSONAL LIVING EXPENSES) | | | | | | | |
| Materials (SUCH AS PAINT, FERTILIZER, FEED, INVENTORY) | | | | | | | |
| Business Licenses and Fees (INCLUDING FRANCHISE ROYALTIES) | | | | | | | |
| Advertising | | | | | | | |
| Insurance (SUCH AS LIABILITY, VEHICLE, CROP, LIVESTOCK) | | | | | | | |
| Office Expenses (SUCH AS STATIONERY, BUSINESS PHONE, UTILITIES) | | | | | | | |
| Other (SPECIFY — SUCH AS GAS, TILLAGE COSTS, TRANSPORTATION, LEGAL FEES, VETERINARY FEES, ACCOUNTING, BOOKKEEPING COSTS) | | | | | | | |
| Loan Repayment (DEPOSITED IN SEPARATE ACCOUNT TO REPAY LOAN AT END OF SEPTEMBER) | | | | | | | |
| Total Cash Disbursements | | | | | | | |

NET CASH: (Total Cash Receipts minus Total Cash Disbursements)

| | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|
| Monthly Surplus | | | | | | | |
| Monthly Deficit | | | | | | | |
| Cumulative (to date) | | | | | | | |

NOTES/COMMENTS:

STUDENT VENTURE BUSINESS EVALUATION FORM

To be completed by the Royal Bank.

1. After your interview with the applicant please complete this Business Evaluation Form. To obtain a Student Venture Authorization number call: **(416) 326-5820**
2. If the loan has been approved, forward the whole application to the Business Service Group of the Royal Bank within 2 days of loan approval. **(Retain a copy of the application for your records.)**
3. If the applicant's loan is not approved please submit the Business Evaluation Form and the Credit Bureau Report for reimbursement of your processing costs.

Please address all correspondence to:

Royal Bank of Canada
Business Service Group – Venture Loans Department
180 Wellington Street West, 5th Floor
Toronto, ON
M5J 1J1
(416) 974-0094

| | |
|---------------|------------------------------------|
| APPLICANT(S) | DATE BUSINESS COMMENCES |
| | INTERVIEWER |
| BUSINESS NAME | DATE OF INTERVIEW |
| | DATE APPLICATION SUBMITTED TO BANK |

LENDER'S INFORMATION

| | | | | | | |
|-------------|----------------|---------|------------------------------|------|-------|-----|
| LENDER | TRANSIT NUMBER | | | | | |
| ADDRESS | LOAN AMOUNT | | | | | |
| POSTAL CODE | TELEPHONE NO. | FAX NO. | DATE OF CREDIT BUREAU REPORT | YEAR | MONTH | DAY |

ASSESSMENT OF APPLICANT(S)

| | | |
|---|------------------------------|---|
| 1. HAVE YOU VERIFIED APPLICANT(S)' AGE(S), ONTARIO RESIDENCY AND ELIGIBILITY TO WORK IN CANADA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. CREDIT RATING(S) CHECKED AND FOUND SATISFACTORY? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. ARE YOU SATISFIED THAT THE APPLICANT OR GUARANTOR HAS NO OTHER BUSINESS OR PERSONAL DEBT WHICH COULD AFFECT REPAYMENT OF THE STUDENT VENTURE LOAN? | <input type="checkbox"/> YES | <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| 4. DO YOU JUDGE THE APPLICANT(S) TO HAVE THE PERSONAL COMMITMENT, MANAGEMENT AND TECHNICAL SKILL NECESSARY TO CARRY OUT THE BUSINESS? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. HAS THE APPLICANT(S) COMPLETED THE STUDENT VENTURE APPLICATION PERSONALLY? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

ASSESSMENT OF BUSINESS

| | | |
|--|------------------------------|-----------------------------|
| 1. HAS THE BUSINESS BEEN REGISTERED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. DOES THE PROPOSAL MAKE ECONOMIC SENSE? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. IS THE AMOUNT OF THE LOAN REQUESTED REASONABLE AND JUSTIFIED BASED UPON THE BUSINESS PLAN? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. ARE THE ESTIMATED SALES/REVENUES REALISTIC GIVEN LOCAL MARKET CONDITIONS? COMMENT: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. DOES THE CASH FLOW FORECAST INDICATE THE ABILITY TO MEET THE BUSINESS' MONTHLY OBLIGATIONS? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

| | | | | | | | |
|--------------------------------------|------------------------------|-----------------------------|-----|---|------|-------|-----|
| IS APPLICATION APPROVED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | | | | | |
| LOAN APPROVED IN THE AMOUNT OF \$ | | | | | | | |
| DATE OF LOAN AGREEMENT | YEAR | MONTH | DAY | DATE OF PROMISSORY NOTE | YEAR | MONTH | DAY |
| STUDENT VENTURE AUTHORIZATION NUMBER | | | | SIGNATURE OF INTERVIEWER | | | |
| DATE OF LOAN DISBURSEMENT | YEAR | MONTH | DAY | DEPOSITED TO AN ACCOUNT IN THE NAME OF THE NEW BUSINESS | YEAR | MONTH | DAY |

Lender to Complete and Submit with application to the Business Service Group.

REFERENCE LIST FOR BUSINESS SERVICES

BUSINESS SELF-HELP OFFICES

Business Self-Help Offices, co-sponsored by local government and the Ministry of Economic Development and Trade, provide walk-in resource facilities to help you plan your business. Counselling is also available, free of charge, to help you review your completed business plan more closely.

SOUTHERN ONTARIO:

Barrie Business Self-Help Office
24 Maple Avenue
Barrie, Ontario L4N 7W4
(705) 734-3889

Brampton Business Self-Help Office
City Hall, 6th floor
2 Wellington Street West
Brampton, Ontario L6Y 4R2
(905) 874-2650
Fax (905) 874-2670

Brantford Business Self-Help Office
City Hall, 100 Wellington Square
Brantford, Ontario N3T 2M3
(519) 759-4150 ext. 256
1-800-563-9999
Fax (519) 752-6775

Hamilton-Wentworth Business Advisory Centre
7 Innovation Drive, Suite 100
Hamilton, Ontario L9J 1K3
(905) 689-2400
Fax (905) 689-2200

Huntsville Business Self-Help Office
8 West Street North
Huntsville, Ontario P0A 1K0
(705) 789-6693
Fax (705) 789-6191

Kitchener Business Self-Help Office
200 King Street West
Kitchener, Ontario N2G 4G7
(519) 741-2604
Fax (519) 741-2722

London Business Self-Help Office
1764 Oxford Street East
London, Ontario N5V 3R6
(519) 659-2882
Fax (519) 451-7889

Markham Business Self-Help Office
Markham Civic Centre
101 Town Centre Boulevard
Markham, Ontario L3R 9W3
(905) 475-4890
Fax (905) 475-4708

Mississauga Business Self-Help Office
City Hall
300 City Centre Drive, 3rd Floor
Mississauga, Ontario L5B 3C1
(905) 615-3275
Fax (905) 896-5931

Newcomers Business Self-Help Office
George Brown College
145 Front Street East, Suite 102
Toronto, Ontario M5A 1E3
(416) 867-2370
Fax (416) 867-2371

Queen's Park Business Self-Help Office
MacDonald Block, 900 Bay Street,
Room M1-43A, 1st Floor
Toronto, Ontario M7A 2E1
(416) 325-6532
Fax (416) 325-6538

St. Catharines/Niagara Business Self-Help Office
City Hall
50 Church Street, 2nd Floor
St. Catharines, Ontario L2R 7C2
(905) 688-5600
Fax (905) 682-3631

City of Scarborough Business Self-Help Office
150 Borough Drive, 1st Floor
Scarborough, Ontario M1P 4N7
(416) 396-7169
Fax (416) 396-7217

City of Toronto Business Self-Help Office
Main Floor – City Hall
Toronto, Ontario M5H 2N2
(416) 392-6646
Fax (416) 392-0797

Vaughan Business Self-Help Office
2141 Major MacKenzie Drive
Vaughan (Maple), Ontario L6A 1T1
(905) 832-8545
Fax (905) 832-6248

Windsor-Essex Business Self-Help Office
333 Riverside Drive W., Suite 106
Windsor, Ontario N9A 5K4
(519) 253-6900
Fax (519) 255-9987

EASTERN ONTARIO:

Hastings Business Self-Help Office
235 Pinnacle Street, 1st Floor
Belleville, Ontario K8N 3A9
(613) 966-0234
Fax (613) 966-2574

Cornwall Business Self-Help Office
340 Pitt Street
Cornwall, Ontario K6H 5T9
(613) 933-0074
Fax (613) 933-0745

Hawkesbury Business Self-Help Office
600 Higginson Street
Hawkesbury, Ontario K6A 1H1
(613) 632-7057
Fax (613) 632-8694

Kingston Business Self-Help Office
275 Ontario Street, Suite 100
Kingston, Ontario K7K 2X5
(613) 544-2725
Fax (613) 546-2882

Northumberland Business Self-Help Office
The Fleming Building
1005 William Street, Suite 202
Cobourg, Ontario K9A 5J4
(905) 372-9279
Fax (905) 372-1306

Ottawa-Carleton Business Self-Help Office
111 Lisgar Street, Main floor
Ottawa, Ontario K2P 2L7
(613) 560-6081
Fax (613) 236-9469

Peterborough Business Self-Help Office
City Hall
500 George Street North
Peterborough, Ontario K9H 3R9
(705) 876-4602
Fax (705) 742-5218

Renfrew Business Self-Help Office
2-50 Prince Avenue W.
Renfrew, Ontario K7V 2T9
(613) 432-6848
Fax (613) 432-7810

Smiths Falls Business Self-Help Office
77 Beckwith Street North
Smiths Falls, Ontario K7A 2B8
(613) 283-4124
Fax (613) 283-1253

NORTHERN ONTARIO:

North Bay Business Self-Help Office
200 McIntyre Street East
P.O. Box 360
North Bay, Ontario P1B 8H8
(705) 474-0400
Fax (705) 474-4493

Sault Ste. Marie/Algoma Business Self-Help Office
99 Foster Drive, 3rd Floor
Sault Ste. Marie, Ontario P6A 5X6
(705) 759-5461
Fax (705) 759-2185

Sudbury Business Self-Help Office
Civic Square – West Tower
200 Brady Street
Sudbury, Ontario P3E 5K3
(705) 688-7582
1-800-688-7582
Fax (705) 671-6767

Thunder Bay & Area Business Self-Help Office
Royal Bank Building
620 Victoria Avenue E., Suite 203
Thunder Bay, Ontario P7C 1A9
(807) 622-3120
Fax (807) 623-3962

District of Timiskaming Business Self-Help Office
95 Meridian Avenue
Haileybury, Ontario P0J 1K0
(705) 672-5155
Fax (705) 672-5466

Timmins Business Self-Help Office
54 Spruce Street South
Timmins, Ontario P4N 2M5
(705) 264-3400
Fax (705) 360-1394

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